

SANDY CITY
APPROVED CLASS SPECIFICATIONS

I.	<u>Position Title:</u>	Secretary - Law Department	<u>Revision Date:</u>	11/06
			<u>EEO Code:</u>	Admin. Support
			<u>Status:</u>	Non Exempt

II. Summary Statement of Overall Purpose/Goal of Position:

Under the supervision of the City Attorney or Deputy City Attorney, performs secretarial duties requiring the application of judgment and skill; maintains confidential records; receives, handles or directs telephone calls and walk-in public; provides support for criminal and/or civil work load.

III. Essential Duties

A. **Civil**

- Performs general secretarial duties.
- Prepares, compiles and processes legal documents, pleadings, ordinances, resolutions, and correspondence, insuring correctness of form and content.
- Maintains legal department files as well as litigation, research, forms, and pleadings files.
- Reviews and edits incoming and outgoing material for accuracy.
- Supplies general information and explains departmental policies and procedures.
- Orders, receives, distributes, and maintains office supplies and equipment.
- Drafts correspondence.
- Receives, responds, or directs telephone calls and walk-in public.

B. **Criminal**

- Performs general secretarial duties.
- Compiles and processes legal documents, pleadings, opinions, reports, memoranda, agreements, and correspondence.
- Enters new criminal and traffic cases on the computer which have been screened for charges by the prosecutor.
- Obtains relevant records from state and local agencies such as police reports, driving history records, BCI, and analysis reports.
- Subpoenas witnesses for trial.
- Maintains criminal files.
- Requests follow-up information.
- Coordinates officer schedules with court appearances.
- Copies documents.
- Receives, responds or directs telephone calls & walk-in public.
- Verifies court calendars with Clerk of Court.
- Tracks all new cases on follow-up for diversions, pleas in abeyance, etc.
- Supplies general information and explains departmental policies and procedures.
- Schedules progress of cases, setting hearings, etc.

IV. Marginal Duties

- Perform other duties as assigned.

V. Qualifications:

Education: One year of at least high school secretarial office training.

Experience: One year prior experience in secretarial activities, may substitute education and experience on a year for year basis.

Probationary Period: A one-year probationary period is a prerequisite to this position.

Knowledge of: English usage; basic writing skills, spelling, and vocabulary. Clerical and general office practices, procedures, equipment and office management.

Responsibility for: Moderate responsibility for the care, condition, and use of materials, equipment, money, and for making decisions that affect the activities of others in the department and in the City; civil and criminal documents and information which may be confidential. Maintaining civil and/or criminal calendars.

Communication Skills: Ability to communicate verbally and in writing effectively using proper grammar and spelling, ability to work effectively as a team member; ability to serve citizens, courts, and co-workers; maintain confidences; represent the City with decorum in a manner which promotes public confidence in the City, its officials and employees.

Tool, Machine, Equipment Operation: Type 50 wpm; regular computer use is required with ability to operate various word processing and database software; regular use of a telephone system, shredder, and copier; occasional use of copier and fax machine.

Analytical Ability: Ability to organize, and retain familiarity with large numbers of court cases; effectively order work, plan and complete assignments under deadlines, function effectively under heavy workload demands.

Standards: Compliance with City Guidelines for Appropriate Conduct.

VI. Working Conditions:

Moderate pressure and fatigue are present in this position due to frequent exposure to stressful situations, deadlines, and the need for accuracy of work and human behavior; constant attendance is required; moderate physical exertion due to moderate stooping and reaching.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____ DATE: _____